

Search, View, Create, and Relate Works

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Search Works

To search for a Work:

1. Select Add Work Record from the Item(s). This will open a new browser tab.
2. Enter your search term(s) in the search field. Filtered results and facets will begin to appear below as you enter your search term(s). You can use the facets located in the left panel to filter your results.
 - To perform an Advanced Search, select Add Advanced Search Query then select the Work field(s) to search within.
3. You can then [link one of the Works below to Item\(s\)](#) or [view the Work](#).
4. To clear your search term(s) click on the X icon in the search field.

View Works

To view a Work from a search:

1. From your Work search results, click on the Work you want to view in a new tab.
2. Select Record, Local Info, Related Items, and Related Works to view the different fields.
3. You can then [link the Work to Item\(s\)](#).
4. To close a Work, hover over the tab and click on the X icon.

To view a Work from an Item:

1. If a Work has been linked to Item(s), the Work's title and Work ID number will be visible in the Item.
2. Click View/Edit Work Record to open the Work in a new browser tab.

Create Works

To create a Work:

1. Select Add Work Record from the Item(s). This will open a new browser tab.
2. Select New Work located on the right. Alternatively select Create a New Work from the Gear Icon located above and to the right of the asset panel. The Work form will open in a new tab.
3. Enter the Work information in the Work form and then select Save or Save & Close.

To batch create Works with the same information:

- 1. Select Save as Multiple Works from the drop down menu left of the Save button.**
- 2. Enter the number of works to be created in the batch. Please note that title information is required before the system will allow you to save the work record(s).**
- 3. Edits can be made to the additional work records created in the batch.**

Relate a Work to Another Work

You can establish relationships between Works, creating a rich data relationship for any linked Item. Relationship qualifiers such as “component of” or “exhibited at” and other relationship types are available to establish meaningful links between Works. The relationship is reciprocal for each Work; establishing a relationship in one Work will appear in the related Work as the counterpart in the relationship.

To relate one Work to another Work:

1. Open at least one Item linked to a Work.
2. Select View/Edit Work Record, and the Work will open in a new tab.
3. Select Related Works.
4. Click the Edit button.
5. In the Add Related Work section, select a Relation Type and another Work to relate.
6. Save or Save and Close. You will be asked to propagate these changes to all linked Items. Select Yes.
7. Republish the linked Items so the end user sees these changes.

0 Related Work Record(s)

1 of 1

Related Works

Related Works Display

Add Related Work +

Farnsworth House is:

Unlink a Work from Another Work

To unlink a Work from another Work:

1. Open at least one Item linked to a Work.
2. Select View/Edit Work Record. The Work will open in a new tab.
3. Select Related Works.
4. Click the Edit button.
5. Click on the X located to the right of the related Work.
6. Save or Save and Close. You will be asked to propagate these changes to all linked Items. Select Yes.
7. Republish the linked Items so the end user sees these changes.